



Optimized for Higher Education



Massachusetts Institute of Technology

Applied technology for Human Resources management

"Optix saves us time and space and helps streamline the filing and retrieval of critical employee records while enhancing the security of our documents."

- Clayton Ward
Manager, HR
Web and Technical Team

Since first admitting students in 1865, MIT has been a world-class educational institution. Teaching and research—with relevance to the practical world as a guiding principle—continue to be its primary purpose. MIT is independent, coeducational, and privately endowed. Its five schools and one college encompass numerous academic departments, divisions, and degree-granting programs, as well as interdisciplinary centers, laboratories, and programs whose work cuts across traditional departmental boundaries.

MIT employs about 11,100 individuals on campus. In addition to faculty, there are research, library, and administrative staff, as well as many others who—directly or indirectly—support the teaching and research goals of the Institute.

In 1999, Human Resources records were stored in paper form in two rooms - one for personnel files and one for benefits. With floor space at a premium and facing increasing labor to process the paper documents, MIT selected Optix to digitize the existing files and help reduce the ongoing time, effort, and space required to maintain the vital Human Resources records.

Deployed on a Sun/Oracle server with Windows XP clients, and equipped with 15 Fujitsu fi-4120C and fi-5120C scanners distributed between personnel and benefits processing teams, HR workers are able to quickly scan and index the variety of records arriving on a daily basis. Index data is initially entered into MIT's SAP system. Each night, SAP records are exported to a data warehouse and uploaded into Optix, updating existing records and creating records for new employees. The following day, HR staff utilize Optix to scan related paper documents and match them with the imported SAP data. This process means that index data is input only once while keeping both SAP and Optix current, as well as ensuring that paper records are quickly digitized and available for reference. Currently, Optix maintains over 150,000 documents for MIT employees. Processed records include those related to benefits such as life insurance and medical/dental, 401K, and beneficiary forms, as well as personnel files such as position appointments and transaction forms.

In the future, MIT is looking to expand this popular system to support records for student employees and workman's compensation.